



Vice President for Learning Support

Department: Vice President for Learning Support	Approved Date:	
Reports To: President	Team: Learning Support	
FLSA Status: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/>	
Compensation: B20	Employee Group: Administrator	
Contract or Grant Funded: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pre-Hire Drug test: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Fingerprinting required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Essential Personnel: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Anticipated work hours:		
<input checked="" type="checkbox"/> 8:30-4:30 Monday to Friday	<input type="checkbox"/> Evenings	<input type="checkbox"/> Varied
<input type="checkbox"/> Other ___:___ to ___:___ to ___ (insert specific information to clarify "other" schedule)	<input type="checkbox"/> Weekends	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> On call	

Position Summary:

Provide vision, leadership, and administration for the Learning Support Team. As the Chief Student Affairs Officer of the College, provide oversight for the quality and effectiveness of Learning Support operations and student success initiatives throughout the College. Administer, manage, and lead all departments reporting to the Vice President for Learning Support, which include Enrollment Services (Admissions, Financial Aid, and Registration and Records), Student Development (Athletics, Multicultural Student Services, Veterans Services, Services for Students with Disabilities, Office of Adult Services, Counseling and Advising, and the Center for Student Engagement), and College Security. Collaborate with the President and senior leaders to support the excellence of the learning experience of our students as they pursue their educational goals. Provide leadership in the development of external partnerships that advance the College mission and student success.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Function as Chief Student Affairs Officer to provide leadership and management that supports the highest quality of learning support with a focus on student success.
2. Lead, supervise, and facilitate the work of the Associate Vice Presidents and the Security Lead Supervisor in the areas of Enrollment Services, Student Development, and Security.
3. Manage effective and productive relationships between the College and Frederick County Public Schools, and between the College and Maryland community colleges, universities, and other four (4) year colleges.
4. Provide leadership in the assessment of Learning Support programs and services.
5. Lead the development and execution of the Learning Support Team Plan in support of the Board of Trustees Annual Strategic Priorities and FCC 2020.
6. Oversee and support the effective performance and professional development of all Learning Support Team employees.
7. Oversee the Learning Support Team budget and promote a quality, consistent process of budget development and management.

VP for Learning Support

8. Provide leadership and oversight of College Athletics working with the Director of Athletics and the Associate Vice President/Dean of Students.
9. Provide oversight for the currency and the annual review of the Student Handbook through the Associate Vice President/Dean of Students.
10. Pursue strategic partnerships, creative funding, and grant opportunities that enhance student engagement, efficient transition into the College, and overall student success and goal completion.
11. Promote innovation and the pursuit of best practices within the Learning Support Team.
12. Develop policies and procedures related to Learning Support.
13. Provide oversight of assigned College policies and procedures related to the Learning Support operations and lead an annual review of each of those policies to maintain currency.
14. Serve as a leader on the President's Senior Leadership Team, the President's Cabinet, the President's Diversity Advisory Council, the Crisis Management Team, and the President's Strategic Advisory Team.
15. Chair the Executive Leadership Learning Support meetings.
16. Attend monthly Board of Trustees meetings.
17. Coordinate monthly Board of Trustees agenda items specific to the Learning Support Team in a timely manner.
18. Participate in the hiring of new Learning Support personnel.
19. Respond to community and College complaints related to Learning Support.
20. Chair the Title IX Council.
21. Other duties as assigned.

Required Minimum Qualifications:

1. Master's Degree
2. Seven (7) years of progressive higher education administration experience
3. Five (5) years of experience in the direct supervision of personnel

Desired Qualifications:

1. Doctorate Degree
2. High level of knowledge of higher education learning support programs and services
3. Knowledge of student development principles and practices
4. Ability to communicate effectively (orally and in writing) to external and internal constituencies
5. Demonstrated skills in organizational leadership
6. Demonstrated skills in project management
7. Strong interpersonal and problem solving skills
8. Understanding of current trends/issues in higher education
9. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace
10. Demonstrated skills in conflict management and resolution
11. Demonstrated success in fiscal management in a higher education setting
12. Strong and transparent leadership skills with the ability to listen, communicate, and build consensus and energy around new initiatives

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.